

UNITED STATES DEPARTMENT OF AGRICULTURE

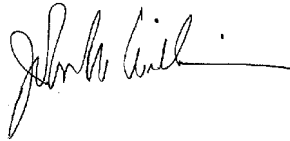
Farm Service Agency
Washington, DC 20250

Notice PM-2188

For: FSA Employees (Except County Offices)

Accepting Nominations for the Federal Executive Institute (FEI)

Approved by: Deputy Administrator, Management



1 Overview

**A
Program
Announcement**

This notice announces that HRD, Training and Development Branch (TDB) is accepting nominations for FY 2001 FEI's Leadership for a Democratic Society Program held in Charlottesville, Virginia.

**B
Purpose**

This notice provides:

- information about the nomination and selection processes for FEI
- a description of FEI (Exhibit 1)
- FEI nomination form (Exhibit 2).

**C
Contact**

If there are questions about this notice, contact Joan Ripley, HRD, TDB at 202-418-9054.

Disposal Date

November 1, 2000

6-16-00

Distribution

All FSA employees except County Offices

Notice PM-2188

2 Nomination Process

A

Nominee Qualifications

Nominees must be grade 15 or above or the equivalent grade level.

B

Nomination Procedure

Eligible employees may apply for the program by submitting a nomination package containing all of the following:

- completed FEI nomination form (Exhibit 2), including supervisory signature

Note: The FEI nomination form is available as follows.

Office Location	Form Location	File Name
Kansas City	k:\wpforms	nomfei.pdf
FSA National Offices	u:\wpforms	
State and other Field Offices	On BBS, under the National Forms Library.	

- a 2-page statement addressing how this training will improve performance in current and expected job assignments

Note: Emphasize how abilities or competencies in the following areas contributed to their success:

- oral, written, and interpersonal communication
 - leadership
 - initiative
 - technical competence.
- current OF-612 **or** SF-171 **or** resume signed and dated by the applicant
 - list of all formal training courses taken in the last 5 years.

Note: Do not submit a completed SF-182 until the nominee is notified of selection for FEI.

Continued on the next page

2 Nomination Process (Continued)

C

Where to Send Nomination Forms

Send the original and 6 copies of the completed nomination forms using either of the following methods.

IF sending by...	THEN use the address...
regular mail	JOAN RIPLEY USDA FSA HRD TDB STOP 0574 1400 INDEPENDENCE AVE SW WASHINGTON DC 20250-0574
FedEx	JOAN RIPLEY USDA, FSA, HRD, TDB SUITE 303-A 2101 L STREET NW WASHINGTON, DC 20037-1526

Note: FAXed copies of nomination packages will **not** be accepted.

D

Deadline

HRD, TDB must **receive** all nominations by **June 29, 2000**. Nominations received after this date will not be considered. Substitution of nomination items will not be permitted after the deadline.

3 Selection Process

A

Participant Selection

Participants will be selected as follows.

- A panel will review and rank employee nominations using criteria established Agency-wide. Candidates will be considered without discrimination for any nonmerit reason; such as race, color, religion, gender, national origin, age, marital status, or disability.
 - The Administrator or designee will select final participants based on panel rankings.
 - The Agency will submit 2 nominations to the Department.
-

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3 Selection Process (Continued)

B

Panel Membership

HRD, TDB will select and facilitate panels. The panel consists of:

- 3 voting Agency employees
- 1 nonvoting HRD, TDB representative
- 1 nonvoting CR representative
- 1 nonvoting AFSCME Union representative.

Note: A panel will not be held if the number of applications received does not exceed the number of positions available.

C

Program Costs

Tuition for the FY 2001 FEI is:

- \$9,450 for the 4 consecutive weeks program
- \$10,150 for the split 4-weeks (applied learning) program.

Tuition for the FY 2001 FEI shall be coded to the employee's originating office and costs will be covered from National-level funding.

Tuition includes food and lodging. Travel costs will be funded by the employee's office travel budget.

D

Accommodation

Persons with disabilities who require accommodations to attend or participate in this training should contact Joan Ripley at 202-418-9054 or TDD 202-418-9107.

Note: Some accommodation services, such as a sign language interpreter, require at least 3 days notice to schedule.


E

Selection Notification

HRD, TDB will notify nominees of their selection.

Description of FEI

THE OFFICE OF EXECUTIVE AND MANAGEMENT DEVELOPMENT

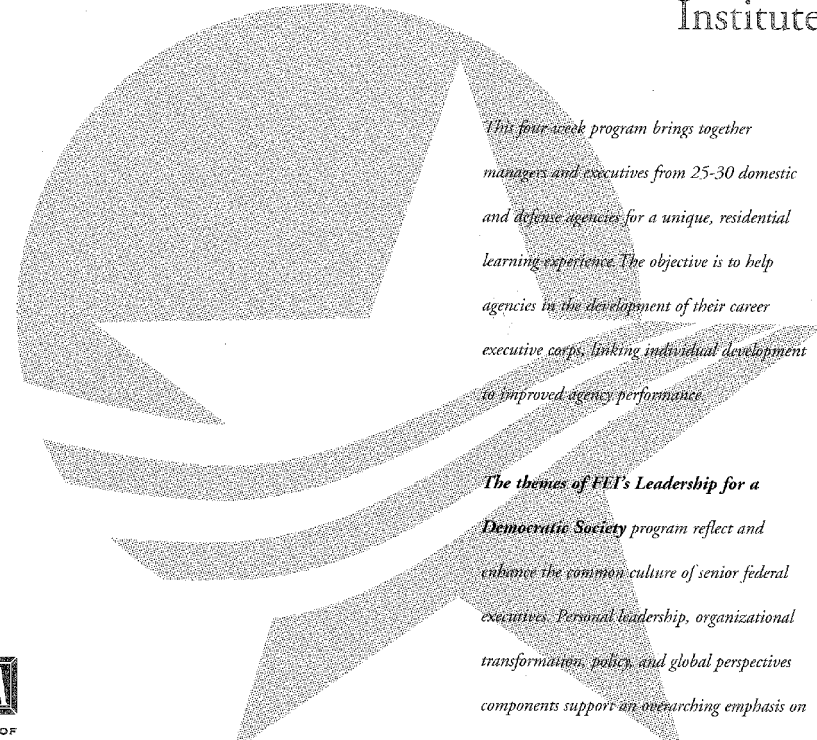


Leadership for a Democratic Society

a program of
The
Federal
Executive
Institute

This four-week program brings together managers and executives from 25-30 domestic and defense agencies for a unique, residential learning experience. The objective is to help agencies in the development of their career executive corps, linking individual development to improved agency performance.

The themes of FEI's Leadership for a Democratic Society program reflect and enhance the common culture of senior federal executives. Personal leadership, organizational transformation, policy, and global perspectives components support an overarching emphasis on our government's constitutional framework.



OPM
UNITED STATES OFFICE OF
PERSONNEL MANAGEMENT

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Description of FEI (Continued)

Why Attend FEI's Leadership for a Democratic Society Program?

Benefits reported by graduates of FEI's Leadership for a Democratic Society program include:

- Keen insights into their leadership strengths and areas where they need development
- Improved leadership and management skills, especially in such areas as team building, influencing/negotiating, strategic thinking, political savvy, and external awareness
- Improved organizational performance as a result of what was learned and later applied back on the job
- Dramatically larger networks for enhanced problem solving
- Increased appreciation for the importance of federal service and increased understanding of the diverse talents of federal executives
- Broader understanding of the Constitution, the policy framework in which executives must lead, and the interplay among major stakeholders at the national level
- Improved personal wellness and balance in one's life as a result of FEI's attention to the whole person throughout its curriculum

FEI's Approach to Learning

Throughout its history, FEI has pioneered the use of a variety of approaches to maximize learning. FEI relies upon interactive methods—small group exercises and discussion, case studies, simulations, skill practice, instruments with feedback, and video tapes—not on lectures.

Small classes, teams, and one-on-one conferences with faculty facilitate the learning process. In addition, FEI provides unstructured time each program day for reading, reflection, and informal discussion with colleagues.

Leadership for a Democratic Society Program Design

FEI's adult education approach builds a learning community where federal executives and faculty are both teachers and learners. While the program provides a common core of knowledge and skills, it also enables each executive to tailor the learning experience to her or his needs and back-home agency problems and opportunities.

The **Leadership Development Team** is the cornerstone of the FEI experience. Teams include 7-9 executives and a faculty facilitator and are formed during the first day of the program. Each team builds a supportive learning climate and creates lasting relationships that enable executives to work with each other across organizational boundaries.

During the first week of the program, each executive explores the nature of leadership and uses data from personal assessments and the Leadership Development Team experience to assess leadership strengths and identify focused areas for development. Each executive uses this information to craft a personal learning plan for the remainder of their time at FEI and beyond.

Seminars, workshops and plenaries appeal to a variety of learning styles and executive needs. Participants choose a different seminar or workshop each week during their last three weeks from a selection based on the program themes. Each seminar or workshop includes 15-25 participants. The plenary sessions bring the entire class together to focus on the program themes and current policy issues.

Site Visits allow participants to explore leadership issues and practices in a wide variety of settings away from the FEI campus. Trips to private, nonprofit, and public organizations are scheduled in most programs.

Executive Forums invite participants to deliver presentations on topics of interest to their peers. These sessions showcase participants' special skills and experiences and help colleagues learn about other government agencies.

The Leadership for a Democratic Society program themes address all five of the Executive Core Qualifications required by the U.S. Office of Personnel Management for entry and success in the Senior Executive Service:

Leading Change
Leading People
Results Driven
Business Acumen
Building Coalitions/Communication

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Description of FEI (Continued)

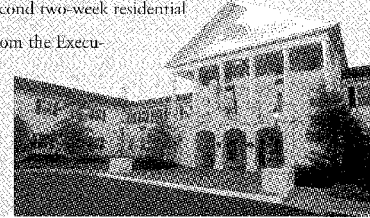
A Complete Learning Experience

FEI's **Wellness Program** helps executives balance career and health needs. Beginning with a computer-based Health Risk Appraisal, it provides feedback and analysis of personal data, a physical screening, and presentations on health issues faced by adults at mid-life. Participants practice what they learn about fitness in optional daily aerobics or walking sessions and about nutrition by using information on FEI's menus to balance healthy and hearty meal choices.

As they prepare to graduate, participants also work on a **Leadership Challenge** to present to their organization back home. This activity helps executives synthesize their learning around four key leadership questions: What drives them as executives? What are their organization's core values and purpose? Where do they want to lead their organization in facing the challenges of the future? What further personal development do they need to make their vision of the future a reality?

The Applied Learning Program

The Applied Learning Program model of Leadership for a Democratic Society also addresses the main program themes but uses an approach especially suited to executives who prefer not to attend four consecutive weeks and who wish to blend learning with on-the-job application. The first two-week residential segment focuses on the personal leadership theme. Next is a three-month "back home" intercession during which participants apply skills learned at FEI in an Executive Learning Project. The second two-week residential segment draws lessons from the Executive Learning Project experience and focuses on the organizational leadership theme.



A Typical Day at FEI

6:30-8:00 am	Breakfast
8:15-12:00 noon	Classes or Leadership Development Team Activities
12:00-2:15 pm	Lunch and Fitness Activities (optional)
1:00-3:00 pm	Study Time
3:00-5:30 pm	Classes or Plenary Sessions
5:30-6:00 pm	Social Interaction Period
6:00-7:00 pm	Dinner
7:15-8:45 pm	Leadership Development Team, Executive Forum, or Plenary Sessions



The Federal Executive Institute in Charlottesville, VA

Located approximately two hours southwest of Washington, D.C., FEI is removed from the constant interruptions of daily work. The fourteen-acre campus is in the heart of the bustling university community of Charlottesville, Virginia, but is secluded by woods and terrain. Participants stay in comfortable private guest rooms and eat well-prepared, health-conscious meals. Programs are presented in well-equipped on-site classrooms. When not in class, executives may exercise in the Alumni Fitness Center or play volleyball or basketball. Quiet spaces for walking, relaxation and conversation, in addition to the Susan B. Anthony Library, round out the facility. All facilities used for the program are accessible to persons with disabilities.

FY 2001 FEI Program Nomination Form

REPRODUCE LOCALLY.

2001 Federal Executive Institute (FEI)
NOMINATION FORM

Note: Deadline June 29, 2000

1. Name	2. Division/Staff (Include Office Address)	3. Room No. and STOP Code
4. E-mail Address		
5. Title	6A. Grade	6B. Full-Time Federal Employee? YES <input type="checkbox"/> NO <input type="checkbox"/>
		7. Telephone Number
		8. FAX Number

9. Please notify your supervisor that you are submitting your name for consideration of the training listed above. Have your supervisor sign below to indicate that they have been notified.

A. Supervisor's Signature

Date

B. Supervisor's Telephone Number

C. Print Supervisor's Name and Title

D. Supervisor's Mailing Address

10. Select your 1st and 2nd choices of program dates by placing an "X" in the appropriate box in Column "A" below.

1st CHOICE	A	B	C
	2ND CHOICE	PROGRAM NUMBER	DATES
		Program 263	October 22 - November 17, 2000
		Program 264 (split session)	November 26 - December 8, 2000 and April 8-20, 2001
		Program 265	January 7 - February 2, 2001
		Program 266	February 4 - March 2, 2001
		Program 267 (split session)	March 11 - 23, 2001 and June 3 -15, 2001
		Program 268 (split session)	March 25 - April 6, 2001 and June 17 - 29, 2001
		Program 269	April 29 - May 25, 2001
		Program 270	July 15 - August 10, 2001
		Program 271	August 12 - September 7, 2001
		Program 272	September 16 - October 12, 2001

11. Other required information to be included with this nomination form:

A. Written statement of 2 pages addressing how this training will improve your performance in your current and expected job assignments. Emphasis should be on how abilities or competencies in the following areas contributed to your success:

- oral, written, and interpersonal communication
- leadership
- initiative
- technical competence.

B. Current OF-612 or SF-171 or resume signed and dated by applicant.

C. List of all formal training courses taken in the last 5 years.

12. Please submit this nomination form, and all other information listed in item 11 by June 29, 2000.

Joan Ripley
USDA, FSA, HRD, TDB
STOP 0574
1400 Independence Avenue SW
Washington DC 20250-0574

If sending package by FedEx, use address below:

USDA-FSA-HRD-TDB
2101 L Street NW Suite 303-A
Washington, DC 20037

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